



STATE OF WASHINGTON

CONSERVATION COMMISSION

PO Box 47721 • Olympia, Washington 98504-7721 • (360) 407-6200 • FAX (360) 407-6215

To: All Conservation Districts
From: Mark Clark, Executive Director
Date: April 10, 2006
Subject: FY 2007 Capacity Building Grant Application

Enclosed is the application for the FY2007 Capacity Building Grant program. The instructions have changed and the Conservation Commission approved eligibility and maximum funding changes at their last meeting. They are as follows:

- ✦ Conservation Districts who did not receive an award from the FY 2006 Capacity Building Grants are eligible to apply for a FY 2007 Capacity Building Grant.
- ✦ An eligible district may submit only one grant application packet. The total amount applied for cannot exceed \$20,000.

Also changed is the application itself. If you are ultimately awarded a grant, this application will automatically become your Scope of Work and your Contract.

The financial report to be submitted must be a financial report dated March 31, 2006 with a narrative identifying need and any special circumstances shown on the financial report, including funds that are encumbered.

The application, with original signatures and the financial report must be at the Commission office in Lacey by 5 p.m., Tuesday, May 9, 2006.

The application is also available on the Commission website: [FY 2007 Capacity Building Grant Application](#).

Once applications are ranked, they will be presented to the Conservation Commission Members at the May meeting for approval. The actual grant will be awarded on **July 1, 2006**.

If you have any questions, please call either your Regional Manager or a member of the Grants staff.



Washington State
CONSERVATION COMMISSION
PO BOX 47721
OLYMPIA, WA 98504-7721

FY 2007 Capacity Building Grant Application

Background / Ultimate Outcome

The Washington State Legislature appropriated \$100,000 for FY07 to the Washington State Conservation Commission to distribute Capacity Building Grants to conservation districts. These funds are to be competitively awarded and used to support the critical infrastructure of conservation districts in meeting locally identified goals.

Eligibility

Conservation Districts who did not receive an award from the FY 2006 Capacity Building Grants are eligible to apply for a FY 2007 Capacity Building Grant.

Application Process

In order to complete the grant application process, you must meet the eligibility criteria and have the original, signed documents **in our office by 5 p.m., May 9, 2006:**

1. FY 2007 Capacity Building Grant Application
2. District Financial Report dated March 31, 2006 with narrative identifying need and any special circumstances shown on the financial report, including funds that are encumbered.

An eligible district may submit only one grant application packet. The total amount applied for cannot exceed \$20,000.

A rating committee selected by the Conservation Commission will review the applications and submit the recommendations to the Conservation Commission Members for approval at the May 2006 meeting. Approvals will be announced in June and actual awards will be issued July 1, 2006.

Grant Timeline

July 1, 2006 through June 30, 2007.

Questions

If you have any questions, please feel free to call or email your Regional Managers or a member of the Grant Staff. Application packets can also be found on our website at http://filecab.scc.wa.gov/index.html?DIR=Grant_Applications/FY2007_Capacity_Building_Grant_Application

∂ **Instructions**

Please read all directions carefully. This application is designed to become the official contract and scope of work.

- ✦ Section #1 – Basic Grant Information
- ✦ Section #2 – Intermediate Outcome

Below is the Intermediate Outcome Focus list and example. These items are the focus areas for this grant. Please use the list to determine what will be your Intermediate Outcomes. If you do not select one from below, please make sure to explain it well in your Intermediate Outcome and deliverables. If it is not clear, the rating committee will have trouble trying to rate the activity accurately.

Intermediate Outcomes Focus List	
Annual and/or long range planning	Locally led planning participation
Supervisor/Associate Supervisor training	Supervisor/Associate Supervisor attendance at WADE and/or WACD
Development of a strategic plan for funding	Implementing an assessment or other long term funding
Conducting stakeholder and/or partnership meetings	Communications development and enhancement
Start-up funds for a new program	Identification and application for new sources of grant funding
District Employee capacity building training for outreach, communications, planning, program development, administrative, management, and/or personnel needs	Other (provide description)

Example
INTERMEDIATE OUTCOME 2.1: Supervisor/Associate Supervisor training. <ul style="list-style-type: none">✦ <i>Deliverables: Enhance the District's understanding of issues through training and peer interactions</i><ul style="list-style-type: none">➤ Send one District Supervisor or Associate Supervisor to WADE➤ Send at least one District Supervisor or Associate Supervisor to the WACD Annual Meeting✦ <i>Completion Date: June 30, 2007</i>

✦ Section #3 – Budget

This section is used to create and define your budget total requested in this grant. List your defined Intermediate Outcomes in a **prioritized order** and the cost for each Intermediate Outcome. This will indicate to the rating committee the priority that they should be funded.

✦ Section #4 – Match

The grant request divided by 9 will provide you the minimum dollar value of match required. This total and the grant request will reflect the Total Project Cost.

✦ Section #5 – Certification

Certify that the information submitted in the application is true and correct and that the person signing this application is legally authorized to sign and submit on behalf of the district.

✦ Section #6 - Additional Material Required – Financial Determination

Please submit a copy of the district financial report from March 31, 2006. Indicate on a separate sheet the financial need of the district as well as any special circumstances shown on the financial report.

Special Note: YOU CHOOSE -- you do not need to have multiple Intermediate Outcomes. You may also have more Intermediate Outcomes than space listed on the application. Simply attach an additional sheet.



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**Washington State Conservation Commission
Capacity Building Grant Application / Contract**

SECTION 1

Basic Grant Information	
1. District Name and Address	
2. District Contact Person and Phone #	
3. Federal Tax ID Number	
4. Grant Award Requested	
5. Match Amount Pledged toward Request	
6. Total Project Cost Requested	
7. Short Project Title	
8. Project Duration	July 1, 2006 – June 30, 2007

SECTION 2

Ultimate Outcome: Increase or enhance a Conservation District's ability to strengthen their infrastructure, increase operational effectiveness, and/or increase the district's capacity to assist local land managers as they address the natural resource issues in their district.

INTERMEDIATE OUTCOME 1.1: Please Identify

Deliverables: Please Describe

- Please Describe
- Please Describe

Completion Date: Please Define

INTERMEDIATE OUTCOME 2.1: Please Identify

Deliverables: Please Describe

- Please Describe
- Please Describe

Completion Date: Please Define

INTERMEDIATE OUTCOME 3.1: Please Identify

Deliverables: Please Describe

- Please Describe
- Please Describe

Completion Date: Please Define

INTERMEDIATE OUTCOME 4.1: Please Identify

Deliverables: Please Describe

- Please Describe
- Please Describe

Completion Date: Please Define

INTERMEDIATE OUTCOME 5.1: Please Identify

Deliverables: Please Describe

- Please Describe
- Please Describe

Completion Date: Please Define

SECTION 3**Budget Breakdown**

Please list your identified Intermediate Outcomes and insert the Total Project Cost needed to complete the Intermediate Outcome. *(Total Project Cost = the total amount of grant funds and your match necessary to complete that Intermediate Outcome)*

<i>Prioritization #</i>	<i>Intermediate Outcome #</i>	<i>Intermediate Outcome</i>	<i>Outcome Cost</i>
Total Project Cost			

SECTION 4**Match Breakdown**

<i>Match Source</i>	<i>Amount</i>
Total	

SECTION 5

Certification

By signing below, I certify the following:

- I am legally authorized to sign applications and agreements on behalf of the conservation district;
- All of the information submitted in this application and agreement is true and correct to the best of my knowledge
- If this application is ranked and awarded funding the conservation district acknowledges and accepts the terms of this contract.

Print Conservation District Authorized Signatory	Sign Conservation District Authorized Signatory	Date

SECTION 6

Provide a copy of the District Financial Report dated March 31, 2006 with narrative identifying need and any special circumstances shown on the financial report, including funds that are encumbered.

This section is for use by the WSCC Grant Staff ONLY

Grant Award

Was this application chosen to receive a CB Grant Award?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Initialed by:			

If this application was chosen to receive a CB Grant Award, how much was awarded?

The following Intermediate Outcomes are funded through this grant:
